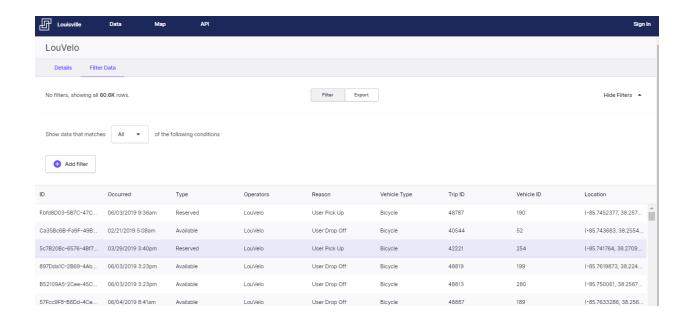
Instructions on using filtering and exporting features

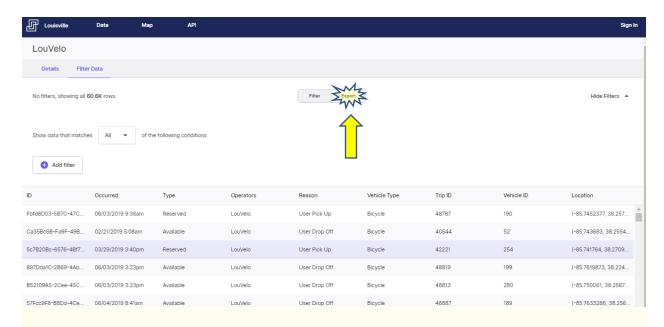


The data above contains the following fields:

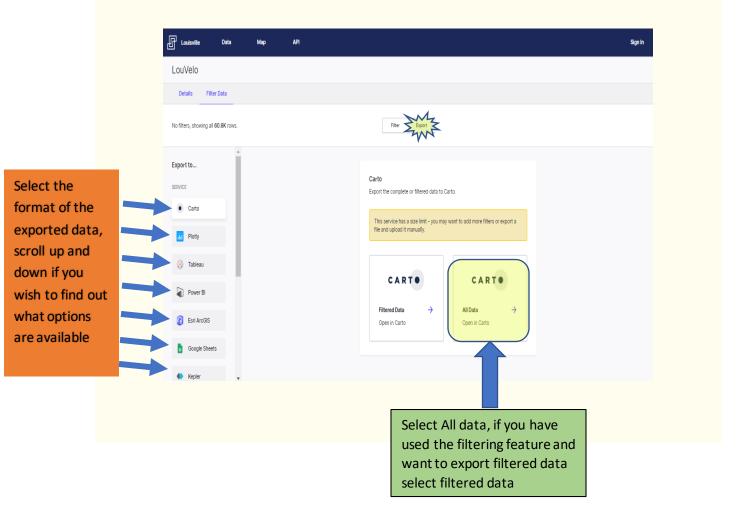
- ID Unique ID for this piece of data
- Occurred Date and Time of the occurrence
- Type Reserved or Available
- Operators LouVelo
- Reason- Whether a pick-up or a drop-off
- Vehicle Type- Bicycle
- Trip ID- A unique ID created by Louisville Metro
- Vehicle ID-Unique ID for the transit vehicle the trip is on
- Location-Location

To export all data

Click on the Export tab as shown below

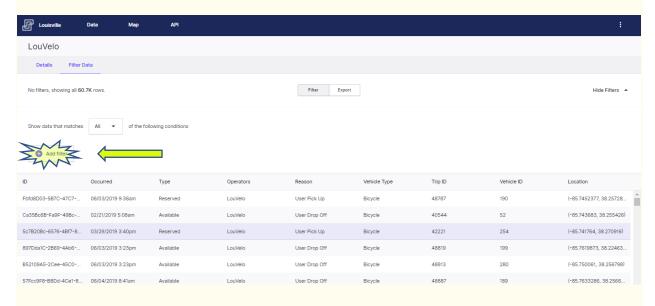


You will get to pick the format of the exported data from the list on the left side of the screen, after selecting the format you will need to specify if you'd like to export all data or filtered data (In this case we are exporting all data), once the All data selected, click on Export

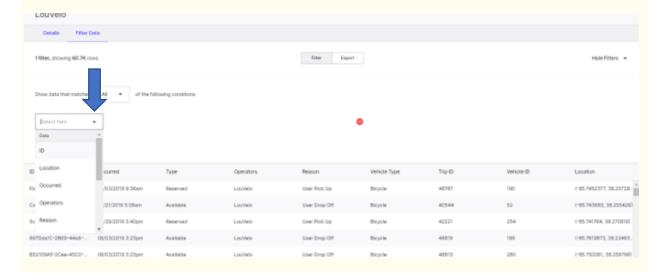


Using the filtering feature

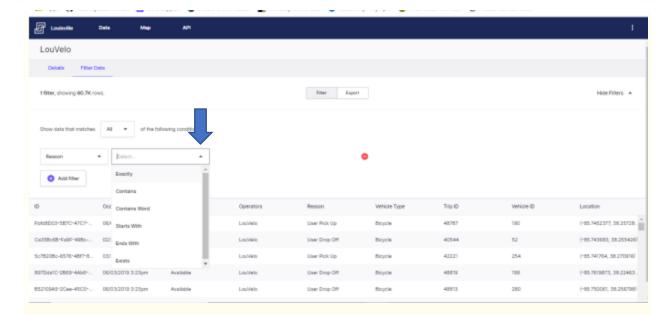
Click on Add filter tab as shown below



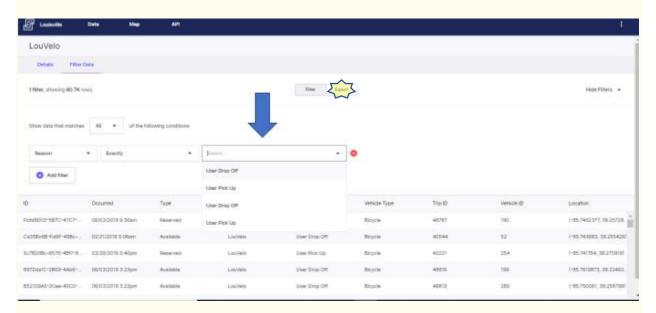
Click on the drop-down list to select the field you wish to apply the filter to



Once the field is selected another drop-down filtering tab will appear and you can select from the list

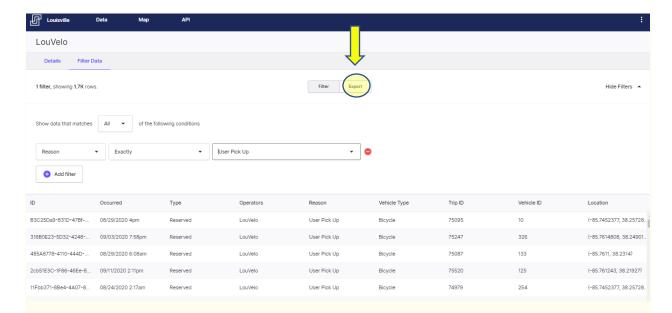


When second filtering option is selected, another one may appear as shown below



Once all filtering tabs have been selected, the data will be filtered and will appear below the filtering sections and then if you'd like to export the filtered data, click on the Export Tab

**Note: You can set up multiple filters by following the same steps for each selected field.



As illustrated above (with exporting all data), you can select the format of the filtered data and then click on **Filtered Data** and then **Export**.

